

Cash Handling Policy



Help for non-English speakers

If you need help to understand this policy, please contact the school on 9393 5800 or bayside.p12@education.vic.gov.au

Purpose |

- Bayside P-12 College is committed to ensuring that cash handling practices are consistent and transparent across the school.
- Bayside P-12 College will implement the measures outlined below, in accordance with Department guidelines. This policy intends to safeguard and protect the staff involved in the receipting and collection of monies and minimise the risks associated with cash handling.

Rationale |

- To develop and enforce school policy and guidelines for cash handling that sets rules for and expected conduct for all school staff who handle cash transactions.
- The College must have in place best practice guidelines for cash collections, receipting and banking that are consistent with DET policies and procedures for school financial management.

Scope |

- This policy applies to all school staff or volunteers in handling cash on behalf of the school

Roles and Responsibilities of Staff |

At Bayside P-12 College our campus office managers, college finance manager and college business manager are responsible for managing cash at our school.

- Where possible, segregation of duties will be maintained so that no individual will be responsible for more than one of the following:
 - receipting of cash and issuing receipts
 - preparing the banking
 - taking the monies to the bank
 - completion of the bank reconciliation
- If this is not possible due to lack of available staff, the [Department's Segregation of Duties – Cash Checklist](#) will be implemented and signed off for audit purposes.
- Storage of cash
 - Monies are to be kept in either a controlled access safe or cash drawer during the day. If funds are kept on the premises overnight, they must be locked in our school's secured safe.
 - No monies are to be kept in classrooms or left at school during holiday periods.
 - No monies that are collected in the classroom.
 - Money collected away from general office (eg. at fundraising events) is to be handed to the office on the day of receipt unless circumstances make this impracticable.



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- Money received away from the office must be double counted at the point of collection and a control receipt issued before it is provided to the office for banking.
- Records and receipting
 - All receipts are to be processed in CASES21 as quickly as practicable upon receiving the funds.
 - Monies received from the classroom will be entered into CASES21 and receipts returned to the classroom to be handed out to students within 48 hours.
 - Where monies are received over the counter at the office they will be entered into CASES21 and an official receipt issued immediately to the payer.
 - A CASES21 bank deposit slip will be printed and reconciled with total receipts for the day and with the total of cash/cheques to be banked.
 - Funds are to be banked [daily/other time period applicable to your school but only under extenuating circumstances eg: distance or staffing limitations] and at different times of the day.
 - No receipt is to be altered. Where a mistake is made approval must be sought before reversing the incorrect receipt. Copies of the incorrect receipt should be retained with details of why it was reversed.
 - Prior to a receipt batch being updated a receipt can be reprinted if necessary. The word REPRINT appears on the receipt. After the batch has been updated, if a copy of the receipt is requested the Family Statement, Family Matching Transactions Report or the Family Transaction History can be printed.
- Cheques
 - No personal cheques are to be cashed.
 - All cheques received by mail are to be entered in a remittance book, and all cheques, which have not already been crossed “not negotiable”, should be crossed as soon as they are received.
- Fundraising
 - Two parents or staff members will be designated as ‘Responsible Persons’ for school fundraising events or other approved events where monies may be collected, for example, the school fete.

College Specific Procedures

Purpose |

- To recognise cash transactions as the most vulnerable area for our College.
- To have a school policy in place for the collection of money
- To provide a locked, controlled access safe and secure cash drawer at each campus.
- To encourage electronic forms of payment to minimise cash transactions across the College.
- To segregate duties where possible to deter fraudulent behaviour.
- To address any discrepancies immediately and apply zero tolerance to fraud.

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Implementation |

- **Campus Collections:**
 - All cash collections are managed by the Campus Office. Teachers are not to collect money.
 - Receipts must be issued immediately with the original to payer. Duplicate retained by school
 - Official receipt issued immediately for all cash, cheques and EFTPOS received.
 - Total of receipts issued are reconciled with total monies collected.
 - No receipts altered.
 - Cancelled receipts remain attached to duplicate copy.
 - No duplicate receipts issued.
 - No personal cheques cashed.
 - All cash/cheques collected are banked intact by a person other than the person collecting them.
 - Camps/Excursions – Total collections reconciled against class list.
 - The total amounts recorded through CASES21.
- **Banking**
 - Prepare banking using C21 and reconciling total money received with C21 Batch Report.
 - Depositor signs bank deposit slip.
 - Cash stored overnight in a safe with controlled access.
 - Money not left on school premises during vacation periods
 - Dishonoured cheques are followed up with the drawer of the cheque immediately
- **Procedure for fraud and theft reporting**
 - Discrepancies that cannot be accounted for must be reported to the Principal
 - All cases of suspected or actual theft of money, fraud, misappropriations or corruptions are to be reported to
 - DET Executive Director, Integrity & Assurance Division on (03)
 - Manager, Fraud & Corruption Control on (03) 9637-2919
 - email: fraud.control@edumail.vic.gov.au
- **Finance Manual for Victorian Government Schools**
 - [Section 3 Risk Management](#)
 - [Section 4 Internal Controls](#)
 - [Section 10 Receivables Management and Cash Handling](#)

Monitoring and review of the implementation of the policy |

- This policy will be reviewed annually by School Council to confirm/enhance internal control procedures.
- Proposed amendments to this policy will be discussed with Administration Staff, Leadership Team, Finance subcommittee and School Council.

Date of approval by College Council | February 2026

Date of review by College Council | February 2027

